



Scott Walker, Governor
Dave Ross, Secretary

Elevator Mechanic License

Your application will not be processed or will be delayed unless you:

- ☐ 1. Complete the application including signing and dating the first page.
- ☐ 2. Write in your social security number.
- ☐ 3. Attach the specified documents listed on this application.
- ☐ 4. Attach the specified fee listed on this application.
- ☐ 5. Make a photocopy of the completed application for your records.

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license per Wisconsin Stats, but they may not be disclosed to anyone except other State of Wisconsin governmental agencies.

Applicant Information	
Applicant's Social Security No:	
Applicant's Name (First, Middle and Last):	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	
If Available, Fax No. (include area code):	
If Available, E-mail Address:	

Applicant's Signature

Date (mo/day/yr)

Send application and payment to: DSPTS Trades Credentialing, PO Box 78780, Milwaukee, WI 53293-0780.

Office location: DSPTS Trades Credentialing, 1400 East Washington Ave., Madison, WI 53703

All other correspondence: DSPTS Trades Credentialing, PO Box 7082, Madison, WI 53707 Phone: 608-266-2112. TTY: Contact through Relay or DspsSbCredentialing@wi.gov.

Reason for Credential: A person who holds a credential issued by the department as a licensed elevator mechanic may erect, construct, alter, replace, maintain, repair, remove or dismantle conveyances.

Requirements of Credential: A person, who as a licensed elevator mechanic provides supervision of a registered elevator apprentice, a registered elevator apprentice-restricted, a registered elevator helper, a registered lift apprentice or a registered lift helper, shall be responsible for the work of the apprentice or helper with respect to compliance to SPS 318.

A person who holds the credential shall carry on his or her person the credential issued by the department while performing or conducting the activity or activities permitted under the credential.

Applying for Elevator Mechanic License

In accordance with SPS 305.993(1), a person may obtain a credential as a certified elevator mechanic by either one of the following:

Method 1 Submitting evidence of completing an elevator apprenticeship program lasting at least four years and recognized under ch. 106, Stats., or recognized by the U.S. Department of Labor.

Method 2 Completing the necessary hours of experience, taking and passing the elevator mechanic examination.

Method 3 Completing the National Elevator Industry Educational Program and having the necessary hours of experience.

Are you a Veteran?

If yes, please answer the following questions to see if you qualify for a fee waiver or equivalency for this credential.

1. Are you requesting a waiver of your initial credentialing fee under method 1 or method 3?

☐ Yes Provide a copy of your Department of Veterans Affairs voucher code. DVA Voucher Code: _____

☐ No Submit the fee of \$105.

2. Are you requesting a waiver of your initial credentialing fee under method 2?

☐ Yes Provide a copy of your Department of Veterans Affairs voucher code. DVA Voucher Code: _____

Your application fee of \$15 will be waived now and your credential fee will be waived once you pass the exam. **You must submit \$50 for the exam fee at this time.**

☐ No Submit the fee of \$65.

3. Are you requesting equivalency of your military training and experience?

☐ Yes Provide copies of your service school academic reports, certificates of training, or training documentation signed by your unit's training NCO or any other relevant experience that would satisfy the requirements of method 1, 2 or 3. You may attach a personal narrative to further explain why your education / training / experience in the military has helped you prepare for this profession.

☐ No Complete the requirements under method 1, 2 or 3.

You may contact DVA at 1-800-WisVets or www.WisVets.com for assistance in obtaining your DVA Voucher Code and/or documents related to your training and experience.

Method 1 - Completing an Elevator Apprenticeship

Credential Fee (nonrefundable): \$105.00 class code 8260

Make checks payable to: State of WI – DSPS. The credential fee consists of a \$15 application fee and a credential fee of \$90.

ATTACH to this form a photocopy of the Certificate of Apprenticeship or a letter from the Wisconsin Bureau of Apprenticeship Standards stating that you have completed the appropriate elevator mechanic apprenticeship program and the program has been recognized by the department under ch. 106, Stats., or by the U.S. Department of Labor.

Telephone	Address (Please address to Bureau of Apprenticeship Standards Office)		
(920) 832-5303	Fox Valley Technical College	1825 N Bluemound Dr, PO Box 2277	Appleton, WI 54912-2277
(715) 738-3853	Chippewa Valley Technical College	770 Scheider Rd,	Chippewa Falls, WI 54729
(920) 693-1102	Lakeshore Technical College	1290 North Avenue	Cleveland, WI 53015-1414
(920) 492-5618	Northeast Wisconsin Technical College,	PO Box 19042	Green Bay, WI 54307-9042
(262) 564-3210	Gateway Technical College	3520 30 th Avenue	Kenosha, WI 53144-1690
(608) 785-9176	Western Technical College	402 North Eighth Street	La Crosse, WI 54601
(608) 246-3887 & (608) 246-7900	Madison Area Technical College	2125 Commercial Avenue	Madison, WI 53704
(414) 227-4973	State Office Building	819 North 6th St, Room 850	Milwaukee, WI 53203
(414) 768-7190	Milwaukee Area Technical College (MATC) South Campus	6665 S Howell Avenue	Oak Creek, WI 53154

Telephone	Address (Please address to Bureau of Apprenticeship Standards Office)		
(262) 695-7778	Pewaukee Workforce Dev. Center	892 Main Street, Suite J	Pewaukee, WI 53072
(715) 261-8754	Workforce Development Center	364 Grand Avenue	Wausau, WI 54403
(262) 335-5849	Moraine Park Technical College	2151 N Main Street	West Bend, WI 53090

Method 2 - Completing the Necessary Hours of Experience and Examination

Application and Exam Fee (nonrefundable): \$65.00 class code 8260

Make checks payable to: State of WI – DSPS. The fee consists of a \$15 application fee and an exam fee of \$50. When the exam is passed, the applicant will be asked to pay a \$90 credential fee to obtain the credential.

A person applying for an elevator mechanic license examination shall have been employed continuously for at least 1,000 hours per year for three years preceding the date of license application and the employment includes work performed at a Journeyman level.

If the experience you gained spanned more than 12 consecutive months use a separate row for each 12-month period. The time-period must be consecutive years from one row to the next. In the Time Period column fill in the beginning month and year and the ending month and year in which the experience hours were completed. In the Experience Hours column fill in the number of hours claimed for that time period but do not record more than 1000 hours in the column even if you worked more than 1000 hours.

If the hours were witnessed by more than one person, the hours witnessed by each person must be completed on separate rows. Photocopies of this page may be made if you need additional room or would like to mail to witnesses to sign. The witness must have observed or had knowledge of the number for work hours in journeyman level work.

Time Period		Experience Hours	Hours Witnessed by (please print or type)	Signature of Witness	Telephone Number of Witness
Began Month/Yr	Ended Month/Yr				

In order to obtain the credential the applicant must obtain a score of at least 70% on an examination. The exam will cover SPS 305, SPS 316 and SPS 318, Wisconsin Administrative Code; NFPA 70/National Electrical Code – 2008; ASME A17.1 – 2007; ASME A18.1 - 2005 and the Elevator Industry Field Employees Safety Handbook - 2005. The exam is open code book. When there is a change to Wisconsin administrative codes, exams will cover the new code one month after the effective date.

Copies of current Wisconsin administrative code may be obtained from Document Sales, 608-266-3358 or 800-362-7253. The NFPA standard 70 (2008 edition) of the National Fire Protection Association may be ordered from the National Fire Protection Association, 800-344-3555. The Field Employees Safety Handbook (2005 edition) of the National Elevator Industry is available from Elevator World, P.O. Box 6507, Mobile, Alabama 36660, and is also available online at <http://safety.elevator-world.com>.

To schedule an upcoming exam:

- Indicate **FIRST CHOICE (1)** and **SECOND CHOICE (2)** in the event one exam site is full.
- Submit the **fee and this application to the division at least 30 days in advance of the exam date chosen.**
- Keep a copy of this application for your records. You may only schedule one future exam session at a time for each credential type. Applications sent in for multiple exam sites / times will be denied and a refund will not be issued.
- You will receive a letter from DSPS confirming your upcoming exam. Please check this form over carefully upon receipt so that you know when/where to take your exam.
- If you need special accommodations, please contact us at DSPSSBCredentialing@wi.gov

Select one*: AM (Starts at 8 a.m.) ☐ or PM (Starts at 1 p.m.) ☐

*some plumbing exams have 2 parts so you will be scheduled for both the AM **and** the PM session when taking both parts

Pewaukee – WCTC Education Center, 800 Main St, Pewaukee, WI 53072

2013 October 15 ☐ November 19 ☐ December 18 ☐
2014 January 8 ☐ February 12 ☐ March 12 ☐ April 9 ☐ May 14 ☐ June 11 ☐
 July 9 ☐ August 13 ☐ September 10 ☐ October 8 ☐ November 12 ☐ December 10 ☐

Eau Claire – The Plaza Hotel & Suites, 1202 W Claremont Ave, Eau Claire, WI 54701

2013 December 3 ☐
2014 February 26 ☐ April 23 ☐ June 25 ☐ August 27 ☐ October 22 ☐

Appleton – Fox Valley Technical College, 1825 North Bluemound Dr, Appleton 54914

2013 November 5 ☐
2014 January 22 ☐ March 27 ☐ May 28 ☐ July 23 ☐ September 24 ☐ November 25 ☐

Method 3 – Completing the National Elevator Industry Educational Program and Completing the Necessary Hours of Experience

Credential Fee (nonrefundable): \$105.00 class code 8260

Make checks payable to: State of WI – DSPS. The credential fee consists of a \$15 application fee and a credential fee of \$90.

1. **ATTACH** to this form a photocopy of the completion certificate from the National Elevator Industry Educational program.
2. **AND one of the following:**
 - a. **Hours of experience immediately preceding** - Verify that during the 5 years immediately preceding the date of the application, you were employed for at least 1,000 hours in each of the 5 years performing work described under s. 101.984 (2) (a) or (b).
 - b. **Hours of experience not immediately preceding** – Verify that during any 5 years preceding the date of the application, you were employed for at least 1,000 hours in each of the 5 years performing work described under s. 101.984 (2) (a) or (b). **ATTACH** an additional page verifying that the experience was not immediately preceding due work being disrupted by high unemployment in the elevator industry, military service, illness, disability, or another factor beyond your control.

If the experience you gained spanned more than 12 consecutive months use a separate row for each 12-month period. The time-period must be consecutive years from one row to the next. In the Time Period column fill in the beginning month and year and the ending month and year in which the experience hours were completed. In the Experience Hours column fill in the number of hours claimed for that time period but do not record more than 1000 hours in the column even if you worked more than 1000 hours.

If the hours were witnessed by more than one person, the hours witnessed by each person must be completed on separate rows. Photocopies of this page may be made if you need additional room or would like to mail to witnesses to sign. The witness must have observed or had knowledge of the number for work hours.

Time Period		Experience Hours	Hours Witnessed by (please print or type)	Signature of Witness	Telephone Number of Witness
Began Month/Yr	Ended Month/Yr				

Education Hours Required to Renew: The renewal of a certification as an elevator mechanic shall be contingent upon obtaining at least 12 hours of acceptable continuing education three months prior to the expiration date of their credential which is two years after the start date of your credential. A person, who initially obtained his or her elevator mechanic license by completing an elevator apprenticeship and whose request to renew his or her license is denied because of failure to fulfill the continuing education requirements, shall be required to take and pass the elevator examination in order to reacquire the elevator mechanic license. The renewal of a license as an elevator mechanic shall be contingent upon the department's review of the applicant's criminal history record from the state Department of Justice.